

**MAINTENANCE MECHANIC (County)**  
**BUILDING MAINTENANCE MECHANIC (City)**  
**MAINTENANCE MECHANIC (MHA)**

**#0748**  
**#4180**  
**#98001**

**FLSA: Non-Exempt**

**8/4/05**

**NATURE OF WORK:** The fundamental reason this position exists is to perform skilled work in the maintenance and repair of the commercial and residential buildings and structures under the County of Montgomery, City of Montgomery, and Montgomery Housing Authority jurisdictions. Employees in this class are responsible for performing routine maintenance of buildings and equipment to include performing plumbing, electrical, heating and air conditioning repair and mechanical work or for supervising staff in the performance of these duties. The essential functions of this position include: conducts daily inspections of facility and schedules and performs skilled maintenance and repair work on buildings and equipment; cleans inside and outside of facility; supervises routine janitorial or maintenance work; assists in preparing the facility for special events; constructs or installs equipment; maintains records and files and completes and processes paperwork; and performs skilled carpentry work. The incumbents' supervisors varies depending upon the jurisdiction.

**MAJOR WORK BEHAVIORS AND TASKS:** *The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. The performance of "non-essential functions" is not optional for employees not covered under the ADA.*

**\*ESSENTIAL FUNCTION:** Conducts daily inspections of facility and schedules and performs skilled maintenance and repair work on buildings and equipment to include plumbing, painting, electrical, heating and air conditioning work using hand and electric power tools following standard maintenance repair procedures and departmental rules, regulations and guidelines in order to ensure facilities, equipment and system components are maintained.

Replaces incandescent lights at varying heights of up to 40 feet using ladders, lifts, and catwalks as needed to reach lighting.

Inspects, repairs and maintains air conditioning systems using hand tools, amp or ohm meters, etc. to include changing oil and filters, compressors, condensing fan motors, and exhaust fans, checking belts, changing fuses, washing coils, recharging unit with Freon.

Inspects and repairs or replaces plumbing fixtures to include repairing faucets, flushing valves, unstopping drains, repairing commodes, sinks, tubs, drains, and supply lines.

Inspects, repairs and maintains heating system to include changing heat strips, oil and filters, and repairing compressors.

Inspects, repairs and maintains hot water heaters to include checking belts on exhaust fans and oiling fans.

Repairs tables, chairs, and dollies to include repairing legs, wheels, and cushions, etc. using welding equipment, hand and electric tools.

Repairs telescopic seating to include tightening braces and welding parts.

Repairs or replaces light switches and receptacles to include rewiring and installing new receptacles, switches or base plugs.

Changes fuses or resets breakers in panel boxes as needed to ensure equipment is operating.  
Resets pneumatic controls as needed in order to adjust or reset temperatures and to reset automatic timers on lighting systems as needed.

Adjusts, repairs or replaces door latches, knobs and hinges.

Repairs sheet rock or operable walls to include putting operable walls on chain tracks.

Maintains department vehicles to include cleaning, conducting minor maintenance work, etc.

Schedules, repair and maintenance work conducted by outside contractors or other city departments.

Paints walls, ceilings, doors as needed using brushes and ladders.

Repairs small equipment to include replacing thermostats on water fountains and repairing appliances.

Conducts visual inspections of facility and make structural repairs as needed to include patching cement floors, grouting bricks.

Repairs housekeeping equipment to include garbage carts, trash compactor, vacuum cleaners, etc. to include replacing or repairing parts.

Repairs or replaces appliances to include electric stoves, ranges, refrigerators, microwaves, etc.

**ESSENTIAL FUNCTION: Cleans inside and outside of facility in absence of staff or as needed, to include offices, storage areas, rest rooms, using basic cleaning supplies and equipment following departmental rules and regulations in order to ensure facilities are sanitary and safe for employees and the public.**

Washes lower level windows and glass doors.

Vacuums or washes, dust mops, waxes or buffs hardwood, ceramic tile, carpet, marble or tile floors.

Picks up trash and debris from offices and outside terraces.

Cleans basins, toilets, sinks etc. in rest room and kitchen facilities.

**ESSENTIAL FUNCTION: Supervises routine janitorial or maintenance work performed by staff or building maintenance crews and schedules and assigns work following departmental rules, regulations and guidelines in order to ensure facilities are maintained properly and to ensure that cleaning/maintenance problems are corrected.**

Trains new employees by illustrating how to perform work, and how to interact with others.

Orders janitorial supplies or oversee the ordering of materials and supplies.

Reviews and assign daily work orders to staff.

Oversees and inspects the work performed daily by staff to ensure work is performed correctly and on schedule.

Prepares a routine maintenance schedule and list of duties and updates as needed to include when the facility is expanded.

Prioritizes work orders by considering the importance of the work and the time needed to complete the work.

**ESSENTIAL FUNCTION:** Assists in preparing the facility for special events to include trade shows, dinners, and opening ceremonies by setting up equipment, cutting on heating or cooling systems using various electric, hydraulic and hand tools and equipment, following work order request and departmental rules, regulations and guidelines in order to ensure events are set up according to customers requests.

Sets up power transformers as needed to provide supplemental electricity to booths or rooms to include connecting transformer to panel breaker box, connecting wire cables to transformer, etc.

Hangs and pulls curtains and banners as needed to use for back drops.

Sets up or covers tables, chairs, tv's, pianos, podiums, or other equipment as indicated on diagrams for special events.

Loads or unloads supplies or materials to be used for special events or by the facility.

Cuts on heating and air conditioning systems as needed for special events as scheduled.

Runs errands as requested to include delivering bulk mail to the post office, picking up materials or supplies.

Constructs or tears down booths by setting up or tearing down temporary dividers, rods, stands, and curtains.

Repairs, replaces or installs vinyl and ceramic tiles as needed in kitchens, bathrooms, foyers and other areas as needed.

**ESSENTIAL FUNCTION:** Constructs or installs equipment as needed for use in the facility to include chair, table, or curtain dollies, shipping crates, storage boxes using various hand and electrical tools in order to set up and prepare for events.

Constructs catwalks as needed to provide access to wiring or lighting in ceilings.

Installs conduit and wiring fixtures as needed for installing lighting.

Constructs carts, shipping crates, platforms or boxes as needed for storing curtain or electrical cords or equipment or displaying or shipping artwork.

**ESSENTIAL FUNCTION:** Maintains records and files and completes and processes paperwork to include preparing documentation, and estimating costs using work orders, check-off sheet, reports requisitions, catalogues, and reports, following departmental guidelines in order to document maintenance activity.

Reviews and process daily work orders for accuracy to include reviewing work orders with the customer after work is completed to ensure accuracy of information, and obtaining appropriate signatures from the customer.

Orders supplies by completing requisitions and/or supply requests in order to maintain a ready supply of materials on hand for work crews and to schedule work.

Maintains records of materials and labor associated with each project.

Inspects vehicles daily to include tire pressures, oil and water levels, using a daily check-off sheet in order to determine if vehicle needs repairs.

Prepares written daily and monthly reports in order to record work completed, materials used on projects.

Determines the materials, and time or labor needed for a project by visiting the job site and completing daily requisitions for stock and non-stock items for materials needed.

**ESSENTIAL FUNCTION:** Performs skilled carpentry work in the repair or installation or renovation of existing buildings using basic tools such as a router, planer, screw driver, wrench, pliers, tape measure, cordless drill and power tools, following departmental guidelines in order to ensure facilities are safe and aesthetically pleasing.

Repairs or replaces and installs wood and metal doors and door units to include measuring and hanging the door and installing handles, locks and mail drops.

Repairs, constructs or installs cabinets or drawers to include measuring for cabinets and spacers, determining the proper placement of cabinets and measuring area to determine appropriate size for cabinets.

Repairs or installs tile or vinyl floors by measuring area and computing materials needed, removing old tile, replacing sub floor cutting new floor or tile, and gluing new tile or vinyl.

Repairs eaves and roofs by replacing rotted wood and boards, to include fascia.

Repairs walls by replacing sheetrock or plaster.

Repairs or replaces window or door screens, and window panes by replacing glass or screen. Rekeys locks by changing keys in cylinders and cutting new keys.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the operation of commercial heating and air conditioning systems in order to detect and identify problems.

Knowledge of the safe and proper use of hand, bench and electric tools.

Knowledge of the standard practices, materials and tools used in the repair and maintenance of commercial heating and air conditioning systems to include volt and ohm meters.

Knowledge of cleaning supplies, materials, and equipment and of their proper use.

Knowledge of the special requirements of professional museum environmental conditions to include maintaining temperature and humidity levels, installing gallery lighting, and maintaining safety and security measures.

Knowledge of accepted local or state building and electrical codes and regulations and manufacturers specifications.

Knowledge of electrical/electronic principles related to installation of lights, switches, and circuit breakers and the maintenance of various electrical equipment.

Knowledge of plumbing principles and techniques related to clearing drains, installing/repairing fixtures, and maintaining water-cooling systems.

Knowledge of welding techniques involving torches, braze, electrical welding, solder, and sweat joints.

Knowledge of use and care of tools used in mechanical, electrical, plumbing, and carpentry trades including voltage meters, drills, saws, drill press, and basic hand tools.

Knowledge of building safety procedures to include fire extinguisher checks, checking evacuation routs and ensuring exit signs are working.

Knowledge of mechanical operation and maintenance procedures for building equipment such as motors, pumps, appliances as needed to perform preventative maintenance and repair/replacement of equipment.

Knowledge of assigned buildings to include their location, equipment used, facility layouts, appropriate times to perform maintenance, and contacts as needed to perform maintenance efficiently and minimize work disruption.

Skill to make needed adjustments/mechanical repairs on a variety of air conditioning, heating, ventilating, and peripheral equipment such as phones systems and printers.

Skill in the use of tools used in mechanical, electrical, plumbing, and carpentry trades including voltage meters, drills, saws, drill press, and basic hand tools.

Skill to perform electrical/electronic repairs involving circuits and single, two, and three phase systems.

Skill to perform plumbing repairs involving faucets, drains, fixtures, and piping.

Skill to perform welding involving torches, braze, electrical welding, solder, and sweat joints.

Skill at using hand, bench and electric tools as needed to repair or build equipment or for building maintenance and repair to include sanders, saws, welding tools etc.

Skill at constructing items to include crates, storage boxes, platforms, dollies etc.

Ability to keep records and submit written reports of equipment, repair, and maintenance activities.

Ability to work independently with little or no supervision.

Ability to establish and maintain effective work relations with employees and building occupants.

Ability to schedule and evaluate the work of custodial or building maintenance staff and to provide directions or guidance as needed.

Ability to schedule, assign and evaluate and inspect the work of skilled and unskilled workers.

Ability to follow verbal instructions or directions in order to complete repair or maintenance work.

Ability to plan, schedule and prioritize work to be performed in order to meet deadlines.

Ability to communicate orally, to include by radio, in order to relay information or instructions to staff.

Ability to estimate materials needed to complete a job by observing the site or equipment.

Ability to add, subtract, multiply or divide as needed to determine materials and supplies needed, to prepare annual budget, etc.

Ability to demonstrate proper maintenance procedures or methods to subordinates or to recommend the most cost effective and efficient methods.

Ability to read diagrams and to determine how to set up rooms for special events.

Physical ability to lift heavy items weighing up to 50 pounds to include tables, crates, stanchions, stanchion plates, rolls of carpeting etc.

Physical ability to carry heavy loads weighing up to 50 pounds up steep stairs.

Physical ability to work at heights up to 40 feet in order to replace or repair lights, install wiring.

Physical ability to walk, crawl, climb, stoop or bend as needed to perform job duties.

**SPECIAL REQUIREMENTS:** Montgomery Housing Authority - Must have a valid driver's license and an insurable driving record for the last three (3) years, and maintain such valid driver's license and insurable driving record while employed by the Montgomery Housing Authority. Must be bondable and insurable by the insurance carrier of the Montgomery Housing Authority. Ability to work flexible hours to include evenings, nights, weekends, and holidays as needed to complete projects. Ability to work in a variety of weather conditions with exposure to the elements. Ability to be on-call as needed to complete special or emergency projects.

City and County of Montgomery - Ability to obtain and maintain a valid Alabama driver's license as needed to operate a motor vehicle to perform necessary tasks at various locations within the City and County of Montgomery. Ability to work flexible hours to include evenings, nights, weekends, and holidays as needed to complete projects. Ability to work in a variety of weather conditions with exposure to the elements. Ability to be on-call as needed to complete special or emergency projects. Incumbents may be required to submit to background checks depending on their assigned job location.

**MINIMUM QUALIFICATIONS:** High school diploma or GED. Three years of experience in building maintenance with special skills in the electrical, plumbing, carpentry, painting, and/or heating, ventilation, air conditioning trades or an equivalent combination of education and experience.

\* **ESSENTIAL FUNCTIONS:** A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time. The ADA was intended to be applied on a case-by-case basis with the understanding that one position may differ from another similar position.